

Position Description

Job Title: Real Estate Paralegal

Reports To: Paralegal committee and assigned attorneys

FLSA Status: Non-Exempt

Summary:

Research law, investigate facts, and prepare documents to assist real estate attorneys by performing the below stated duties.

Essential Duties and Responsibilities include but are not limited to the following:

- Reviewing surveys, title commitments and exception documents.
- Preparing documents relating to a variety of real estate, loan and construction matters, based on consultation with business clients and review by attorneys, including but not limited to agreements, leases, loan documents, and standard construction contracts.
- Preparing ancillary real estate transaction documents such as escrow instructions, deeds, easements, owner's affidavits, closing certificates, entitlements, etc.
- Providing general assistance in real estate, lending, construction and leasing transactions.
- Proof reading legal documents to ensure accuracy and consistency.
- Analyzing and summarizing documents, zoning ordinances and statutes for review by attorneys.
- Working closely with attorneys to resolve a variety of day-to-day issues, and supporting a broad range of commercial transactions and projects.
- Performing legal due diligence.
- Multi-tasking and prioritizing work assignments to consistently provide high-quality work product within stated deadlines.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Organization – Demonstrates ability to organize, manage, and assemble multiple documents for closings.

Problem Solving – Identifies and resolves problems in a timely manner; skillfully gathers and analyzes information.

Oral Communication – Listens and obtains clarification; responds well to questions; is able to communicate with clients and attorneys in a courteous, effective, and professional manner.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; able to read and interpret written information.

Attendance/Punctuality – Is consistently at work and on time; is available based on attorney needs and able to work extended hours as required; is present in the office and available in person, by telephone, and by email in order to facilitate communications and work product with attorneys and other staff.

Qualifications

- Bachelor's degree.
- Minimum of five years of experience as a real estate paralegal.
- Contracting expertise related to real estate, construction and leasing transactions.
- Ability to maintain high quality performance with varied deadlines and competing priorities in a fast-paced work environment.
- Strong analytical ability and research skills.
- Strong communications skills (both oral and written). Ability to communicate effectively across broad functional and organizational lines.
- Self-starter who is adept at working in a true team environment and partnering with management, clients, in-house counsel, outside counsel and staff.

The foregoing requirements and responsibilities are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from attorneys, clients, staff, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software, Word Processing software, and legal software.

Certificates, Licenses, Registrations, Experience

Paralegal certification and a minimum of 5 years of real estate paralegal experience are required.

Demands and Work Environment

Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Physical demands will include significant computer use. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.